



REQUEST FOR PUBLIC RECORDS  
(PLEASE PRINT LEGIBLY)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OF PUBLIC RECORDS REQUESTED (PLEASE BE SPECIFIC): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M. / P.M.

**FOR USE BY CITY ONLY**

Name of Employee Receiving Request: \_\_\_\_\_

Suspense to Respond to Request (7 Business Days): \_\_\_\_\_

Estimate of Possible Costs: \$.30/Page 8½X11, 8½X14; 11x17; \$1.00/page Color

Copies (If Requested): \_\_\_\_\_ X \$.\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ X \$.\_\_\_\_\_ = \_\_\_\_\_

Electronic Records (If Requested and Available); \$ \_\_\_\_\_

Charges For Searching, Reviewing and Redacting: \$ \_\_\_\_\_

Total Estimate (Indicate If Payment Received and Amount) \$ \_\_\_\_\_

Date/Time Requestor Notified Records Ready: \_\_\_\_\_

Date/Time Action Completed/Employee: \_\_\_\_\_

(Use the Back Of The Form If Necessary To Calculate Estimated And Actual Costs)

City Notes: \_\_\_\_\_

\_\_\_\_\_

**\*\*CONSISTENT WITH OTHER DUTIES, EVERY EFFORT WILL BE MADE TO MAKE THE RECORDS AVAILABLE AS QUICKLY AS POSSIBLE\*\***